

Project Scope

Project Name:

Date:

Department contact:

EDC contact:

Project leader:

Project summary

This is an overview of the project and what will be achieved. Include the following:

- Aim
- Outcomes
- How does the project develop programmes that service existing learners more efficiently?
- How it will help access learners not currently engaged in a programme at Otago Polytechnic?

Project background

The reason for the project and how it came about.

Related projects in the organisation

Details about the scope of the project - what and who will be involved, and how.

- Strategies and methods
- Pedagogy on which the design is based
- Personnel

Learner and Graduate profiles

- What are the characteristics they come with and the tools they learn with?
- What will they need to leave with?

Possible issues and considerations

For this section you need to think about your learners and the following factors:

- Access to course materials and technologies
- Interaction with each other and the teacher - what communication methods will work best and why?
- Learning styles and preferences
- Formats for learning materials
- Difficulties and problems which may arise

Authorisation to proceed to funding application:

Head of Department _____ sign: _____ date: _____

Project Leader _____ sign: _____ date: _____

Educational Development sign: _____ date: _____